ENGIN STORAGE

The Institution of Civil Engineers.

ESTABLISHED 2 JANUARY, 1818.—INCORPORATED BY ROYAL CHARTER 3 JUNE, 1828.

GREAT GEORGE STREET, WESTMINSTER, S.W. 1.

CHARTER,

SUPPLEMENTAL CHARTERS,

BY-LAWS AND REGULATIONS.

5 NOVEMBER, 1923.

The Institution of Civil Engineers.

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CHARTER

OF

The Institution of Civil Engineers.

INCORPORATED 3 JUNE, 1828.

GEORGE THE FOURTH, by the Grace of God, of the United Kingdom of Great Britain and Ireland King, Defender of the Faith: To all to whom these Presents shall come, Greeting:

WHEREAS THOMAS TELFORD, of Abingdon Street, in our city of Westminster, Esquire, a Fellow of the Royal Societies of London and Edinburgh, and others of our loving subjects, have formed themselves into a Society for the general advancement of Mechanical Science, and more particularly for promoting the acquisition of that species of knowledge which constitutes the profession of a Civil Engineer, being the art of directing the Great Sources of Power in Nature for the use and convenience of man, as the means of production and of traffic in states both for external and internal trade, as applied in the construction of roads, bridges, aqueducts, canals, river navigation and docks, for internal intercourse and exchange, and in the construction of ports, harbours, moles, breakwaters and lighthouses, and in the art of navigation by artificial power for the purposes of commerce, and in the construction and adaptation of machinery, and in the drainage of cities and towns: And have subscribed and collected considerable sums of money for those purposes: And We have been besought to grant to them, and to those who shall hereafter become members of the same Society, our Royal Charter of Incorporation, for the purposes aforesaid: NOW KNOW YE, that We, being desirous of encouraging a design so laudable and salutary, of our especial grace, certain knowledge, and mere motion, have

The nature and object of the Society.

willed, granted, and declared: And do by these presents, for us, our heirs and successors, will, grant, and declare, that the said THOMAS TELFORD, and such others of our loving subjects as have formed themselves into, and are now members of the said Society, or who shall at any time hereafter become members thereof, according to such regulations or by-laws as shall be hereafter framed or enacted, shall, by virtue of these presents, be the members of, and form one Body Politic and Corporate, for the purposes aforesaid.

Name of the Society.

by the name of "THE INSTITUTION OF CIVIL ENGINEERS;" by which name they shall have perpetual succession, and a common seal, with full power and authority to alter, vary, break, and renew the same, at their discretion: and by the same name to sue, and be sued, implead, and be impleaded, answer, and be answered unto, in every court of us, our heirs and successors; and be for ever able and capable in the law, to purchase, receive, possess, and enjoy to them and their successors, any goods and chattels whatsoever, and also be able and capable in the law (notwithstanding the statutes of mortmain) to take, purchase, possess, hold and enjoy to them and their successors, a Hall, and any messuages, lands, tenements, or hereditaments whatsoever, the yearly value of which, including the site of the said Hall, shall not exceed in the whole the sum of one thousand pounds, computing the same respectively at the rack-rent which might have been had or gotten for the same respectively at the time of the purchase or acquisition thereof; and to act in all the concerns of the said body politic and corporate for the purposes aforesaid, as fully and effectually to all intents, effects, constructions, and purposes whatsoever, as any other of our liege subjects, or any other body politic or corporate in our United Kingdom of Great Britain and Ireland, not being under any disability, might do in their respective concerns. And We do hereby grant our especial licence and authority unto all and every person and persons, bodies politic and corporate (otherwise competent), to grant, sell, alien, and convey in mortmain, unto and to the use of the said Society, and their successors, any messuages, lands, tenements, or hereditaments, not exceeding such annual value as aforesaid. And our will and pleasure is, and We further

grant and declare, that there shall be a General Meeting of the members of the said body politic and corporate, to be held from time to time, as hereinafter mentioned, and that there shall always be a Council, to direct and manage the concerns of the said body politic and corporate; and that the General Meetings and the Council shall have the entire direction and management of the same, in the manner, and subject to the regulations, hereinafter mentioned. But our will and pleasure is, that at all General Meetings, and Meetings of the Council, the majority of the members present, and having a right to vote thereat respectively, shall decide upon the matters propounded at such Meetings, the person presiding therein having, in case of an equality of numbers, a second or casting vote. And We do hereby also will, grant, and declare, that the Council shall consist of a President, four Vice-Presidents, and not more than fifteen, nor less than seven other Members, to be elected out of the Members of the said body politic and corporate; and that the first Members of the Council, exclusive of the President, shall be elected within six calendar months after the date of this our Charter; and that the said THOMAS TELFORD shall be the first President of the said body politic and corporate. And We do hereby further will, grant, and declare, that it shall be lawful for the Members of the said body politic and corporate, hereby established, to hold General Meetings once in the year, or oftener, for the purposes hereinafter mentioned (viz.); That the General Meeting shall choose the President, Vice-Presidents, and other Members of the Council; that the General Meetings shall make and establish such by-laws as they shall deem to be useful and necessary for the regulation of the said body politic and corporate, for the admission of Members, for the management of the estates, goods and business of the said body politic and corporate, and for fixing and determining the manner of electing the President, Vice-Presidents, and other Members of the Council, and the period of their continuance in office; as also of electing and appointing a Treasurer, two Auditors, and two Secretaries, and such other officers, attendants, and servants, as shall be deemed necessary or useful for the said body politic and corporate; and such by-laws

A General Meeting and Council.

The Member presiding at any Meeting shall have a second or casting vote. Constitution of the Council.

General Meetings.

General Meetings to make by-laws and regulations.

Mode of electing Officers to be defined by by-laws.

By-laws may be altered.

from time to time shall or may alter, vary, or revoke, and shall or may make such new and other by-laws as they shall think most useful and expedient, so that the same be

No by-law to be repugnant to this Charter.

not repugnant to these presents, or to the laws and statutes of this our Realm; and shall and may also enter into any resolution, and make any regulation, respecting any of the affairs and concerns of the said body politic and corporate, that shall be thought necessary and proper. And We

Council to have sole management of the funds.

further will, grant, and declare, that the Council shall have the sole management of the income and funds of the said body politic and corporate, and also the entire management and superintendence of all the other affairs and concerns thereof; and shall or may, but not inconsistently with, or contrary to the provisions of this our Charter, or any existing by-law, or the laws and statutes of this our Realm, do all such acts and deeds as shall appear to them necessary or essential to be done, for the purpose of carrying into effect the objects and views of the said body politic and corporate. And We further will, grant, and declare,

Property vested in the Members.

that the whole property of the said body politic and corporate shall be vested, and We do hereby vest the same solely and absolutely in the Members thereof, and that they shall have full power and authority to sell, alienate, charge or otherwise dispose of the same, as they shall think proper; but that no sale, mortgage, incumbrance, or other disposition of any messuages, lands, tenements, or hereditaments, belonging to the said body politic and corporate, shall be made, except with the approbation and concurrence of a General Meeting. And We lastly declare it to be our

No by-laws to be made contrary to the laws of this Realm.

Royal will and pleasure, that no resolution, or by-law, shall on any account or pretence whatsoever be made by the said body politic and corporate in opposition to the general scope, true intent, and meaning of this our Charter, or the laws or statutes of our Realm; and that if any such rule or by-law shall be made, the same shall be absolutely null and void, to all intents, effects, constructions, and purposes whatsoever. In witness whereof We have caused these our Letters to be made Patent. Witness Ourself at our Palace of Westminster, this third day of June, in the ninth year of our reign.

By Writ of Privy Seal. SCOTT.

SUPPLEMENTAL CHARTER.

3 *August*, 1887.

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland Queen, Defender of the Faith: To all to whom these presents shall come, Greeting:

WHEREAS the body politic and corporate of THE INSTITUTION OF CIVIL ENGINEERS was incorporated under or by virtue of a certain Charter or Letters Patent bearing date at Westminster the 3rd day of June in the ninth year of the Reign of King George the Fourth, and the said Institution is now regulated and governed by and according to the provisions of the said Charter or Letters Patent, and also by or according to certain by-laws and regulations made by the said Institution: AND WHEREAS by the said Charter or Letters Patent the said Institution has full power and authority (inter alia) to be able and capable in the law (notwithstanding the statutes of mortmain) to take, purchase, possess, hold and enjoy to them and their successors a Hall, and any messuages, lands, tenements or hereditaments whatsoever, the yearly value of which, including the site of the said Hall, shall not exceed in the whole the sum of one thousand pounds, computing the same respectively at the rack-rent which might have been had or gotten for the same respectively at the time of the purchase or acquisition thereof: AND WHEREAS the said Institution presented their humble petition to us, alleging (inter alia) as follows:

"At the time the said Charter was granted the number of members of all classes was 156, and the income for that year was £446 16*s.*; the number of members of all classes on the 3rd of June, 1886, was 5,174, and the total annual receipts of the said Institution for the past year were £19,945. The premises now

occupied by the Institution are situate at No. 25 Great George Street, Westminster, and the Institution entered into possession of them at Christmas 1839. The said premises have become and are totally inadequate for the accommodation now required: It is therefore in contemplation to acquire additional property adjoining the said premises for the extension thereof. The powers of the Charter as to holding land have become exhausted, and the Institution are therefore desirous that the yearly value of the property to be held by them should be extended to the sum of £10,000 at the time of purchase."

Therefore the petitioners most humbly supplicated Us to grant Our Royal Charter, enlarging the Charter of Incorporation for the purpose of empowering the Institution to purchase and hold messuages, lands, tenements and hereditaments of a yearly value not exceeding at the time of purchase the sum of £10,000.

Now know ye, that We, taking the premises into Our Royal consideration of Our especial grace, certain knowledge and mere motion, have granted, constituted and appointed, and by these presents for Us, Our heirs and successors, do grant, constitute and appoint as follows, that is to say:—

1. That the powers of The Institution of Civil Engineers notwithstanding the Statutes of Mortmain, to take purchase, possess, hold and enjoy to them and their successors, a Hall, and any messuages, tenements or hereditaments whatsoever, the yearly value whereof was not to exceed the yearly value in the said Charter mentioned, and the powers unto all and every person and persons, bodies politic and corporate (otherwise competent), to grant, sell, alien, and convey in mortmain, unto and to the use of the said Society, and their successors, any messuages, lands, tenements or hereditaments, not exceeding the yearly value therein mentioned, shall be and are hereby extended, so that the yearly value of the Hall, messuages, lands, tenements and hereditaments, acquired or to be acquired

under the said Charter and this Charter, shall not exceed £8,000, computing the same respectively at the rack-rent which might have been had or gotten for the same respectively at the time of the purchase or acquisition thereof: PROVIDED, that such messuages, tenements or hereditaments shall be aliened, taken and held by the said Institution to be used and enjoyed solely for the purposes thereof and not otherwise.

2. And We do hereby, for Us, Our heirs and successors, grant and declare that these Our Letters Patent or the enrolment or exemplification thereof, shall be in all things valid and effectual in law according to the true intent and meaning of the same, and shall be construed and adjudged in the most favourable and beneficial sense for the best advantage of the said Institution, as well in Our Courts as elsewhere, notwithstanding any recital, misrecital, uncertainty or imperfection in these Our Letters Patent.

IN WITNESS whereof We have caused these Our Letters to be made Patent. Witness ourself at Westminster the 3rd day of August, in the fifty-first year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL.

MUIR MACKENZIE.

GREAT SEAL OF THE UNITED KINGDOM.

SUPPLEMENTAL CHARTER.

20 *March*, 1896.

VICTORIA, by the Grace of God, of the United Kingdom of Great Britain and Ireland Queen, Defender of the Faith: To all to whom these presents shall come, Greeting:

WHEREAS the body politic and corporate of THE INSTITUTION OF CIVIL ENGINEERS was incorporated under or by virtue of a certain Charter or Letters Patent bearing date at Westminster the 3rd day of June, in the ninth year of the reign of King George the Fourth, and the said Institution is now regulated and governed by and according to the provisions of the said Charter or Letters Patent, and a certain Supplemental Charter or Letters Patent, dated the 3rd day of August, in the fifty-first year of Our reign, and by or according to certain By-laws and regulations made by the said Institution. AND WHEREAS by the said Charter or Letters Patent of the ninth year of the reign of King George the Fourth it is provided (inter alia) that there shall be a General Meeting of the Members of the said body politic and corporate to be held from time to time as therein mentioned, and that there shall always be a Council to direct and manage the concerns of the said body politic and corporate, and that the General Meetings and the Council shall have the entire direction and management of the same in the manner and subject to the regulations therein mentioned, and that at all General Meetings and Meetings of the Council the majority of the members present and having the right to vote thereat respectively shall decide upon the matters propounded at such Meetings, the person presiding therein having, in case of an equality of numbers, a second or casting vote. And that the Council shall consist of a President, four Vice-Presidents, and not more than fifteen

nor less than seven other Members, to be elected out of the said body politic and corporate, and that it shall be lawful for the said body politic and corporate to hold General Meetings once in the year or oftener, for the purposes therein mentioned, including (inter alia) that the General Meeting shall choose the President, Vice-Presidents, and other Members of the Council, and that the General Meetings shall make and establish such By-laws as they shall deem to be useful and necessary for the regulation of the said body politic and corporate and (inter alia) for fixing and determining the manner of electing the President, Vice-Presidents, and other Members of the Council. AND WHEREAS the said recited portions of the Charter of the ninth year of the reign of King George the Fourth were unaffected by the said Supplemental Charter of the fifty-first year of Our reign, and still remain in force. AND WHEREAS the said Institution presented their humble Petition to Us alleging (inter alia) as follows :—

At the time the said Charter of the ninth year of the reign of King George the Fourth was granted, the number of Members of all classes was one hundred and fifty-six ; the prescribed number of the Council was sufficient to enable the Institution to place upon the Council an adequate number of representative men having regard to the total number of Members, and the scope of all branches of Engineering science, as then taught and practised throughout the Realm ; and the number of Members residing in or near to the Metropolis formed a large proportion of the whole number, and could reasonably be expected personally to attend General Meetings for the purpose of electing a President, Vice-Presidents, and other Members of the Council.

On the 2nd day of January, One thousand eight hundred and ninety-six, the number of Members of all classes was Five thousand nine hundred and sixty-nine ; the prescribed number of Members of the Council is no longer sufficient to enable the Institution to place on the Council an adequate number of representative

men having regard to the total number of Members, and the scope of all branches of Engineering science, as now taught and practised throughout the Realm; and the number of Members residing in or near the Metropolis now forms a comparatively small portion of the whole number, and a large proportion cannot now be reasonably expected, personally, to attend General Meetings for the purpose of electing a President, Vice-Presidents, and other Members of Council. It is desired by the Members of the Institution, and is expedient, that the maximum number of Members of the Council (exclusive of the President and Vice-Presidents) should no longer be limited to fifteen, but should be such number as may be from time to time fixed by the By-laws, having regard to the growth and requirements of the Institution, and that in the maximum number there may be included such number (not being more than four), of Past-Presidents of the Institution, to be appointed by the Council from time to time in accordance with By-laws to be made in that behalf, to act as Members of the Council together with the President, Vice-Presidents, and elected Members of the Council; and that the minimum number of Members of the Council (exclusive of the President and Vice-Presidents, but inclusive of any Past-Presidents appointed as aforesaid) should be raised from seven to twenty-two; and that the power of taking part in the election of a President, Vice-Presidents, and elected Members of Council should not be confined to Members actually present at a General Meeting; and that the Institution should have power to conduct such election by means of ballot or voting papers in such manner as may be from time to time prescribed by By-laws made in accordance with the said Charters.

Therefore the Petitioners most humbly supplicated Us to grant Our Royal Charter for the purpose of enabling the number of Members of the Council of the Institution to be enlarged in manner aforesaid, and for the purpose of

enabling the votes of Members not actually present at a Meeting to be taken into account in the election of the President, Vice-Presidents, and other Members of the Council of the Institution.

NOW KNOW YE that We, taking the premises into Our Royal consideration, of Our especial grace, certain knowledge and mere motion, Have granted, constituted, and appointed, and by these presents, for Us, Our heirs and successors, Do grant, constitute and appoint in manner following, that is to say:—

THAT, notwithstanding anything in the Charter of the ninth year of the reign of King George the Fourth, incorporating THE INSTITUTION OF CIVIL ENGINEERS, the By-laws of the Institution may from time to time prescribe a maximum number of Members of the Council (other than and exclusive of the President and Vice-Presidents) and that from and after the enactment of any such By-law the number of Members of the Council (other than and exclusive of the President and Vice-Presidents) shall not be more than the maximum so prescribed, nor less than twenty-two.

THAT, notwithstanding anything in the said Charter, the By-laws of the Institution may from time to time prescribe that a certain number (not being more than four) of the Members of the Council shall be former Presidents of the Institution, to be appointed by the Council from time to time, in accordance with such By-laws, to act as Members of Council together with the President, Vice-Presidents, and elected Members of the Council, and so that the Past-Presidents so appointed shall, while they hold office under such appointment, be deemed to be members of the Council for the purpose of computing the maximum and minimum number of Members, and for all other purposes.

THAT, notwithstanding anything in the said Charter, the votes of Members not actually present at Meetings at which the election of the President, Vice-Presidents, and other Members of the Council (other than Past-Presidents appointed under this Our Charter) is propounded, or at which the President, Vice-Presidents, and Members (other than as last aforesaid) are chosen, may be taken into account by means of ballot or voting papers or instruments of proxy

as may be prescribed by by-laws from time to time framed for that purpose by the Institution.

THAT the Council, consisting of a President, four Vice-Presidents, and not more than the maximum number for the time being prescribed by the By-laws, nor less than twenty-two other Members constituted in accordance with this Our Charter, shall have the direction and management of the concerns of the said body politic and corporate, and the rights and duties conferred on the Council elected out of the said body politic and corporate in accordance with the said Charter of the ninth year of the reign of King George the Fourth.

AND We do hereby, for Us, Our heirs and successors, grant and declare that these Our Letters Patent, or the enrolment or exemplification thereof, shall be in all things valid and effectual in law according to the true intent and meaning of the same, and shall be construed and adjudged in the most favourable and beneficial sense for the best advantage of the said Institution, as well in Our Courts as elsewhere, notwithstanding any recital, misrecital, uncertainty or imperfection in these Our Letters Patent.

IN WITNESS whereof We have caused these Our Letters to be made Patent. Witness Ourself at Westminster, the twentieth day of March, in the fifty-ninth year of Our Reign.

BY WARRANT UNDER THE QUEEN'S SIGN MANUAL.

MUIR MACKENZIE.

GREAT SEAL OF THE UNITED KINGDOM.

SUPPLEMENTAL CHARTER

24 *February*, 1922.

GEORGE THE FIFTH, by the Grace of God, of the United Kingdom of Great Britain and Ireland and of the British Dominions beyond the Seas, King, Defender of the Faith : To all to whom these Presents shall come, Greeting

WHEREAS under or by virtue of a certain Charter or Letters Patent bearing date at Westminster the 3rd day of June in the ninth year of the reign of King George the Fourth, after reciting (inter alia) that THOMAS TELFORD, of Abingdon Street, in the City of Westminster, Esquire, a Fellow of the Royal Societies of London and Edinburgh, and others, had formed themselves into a Society for the general advancement of Mechanical Science, and more particularly for promoting the acquisition of that species of knowledge which constituted the profession of a Civil Engineer, being the art of directing the great sources of power in Nature for the use and convenience of man, as the means of production and of traffic in states both for external and internal trade, as applied in the construction of roads, bridges, aqueducts, canals, river navigation and docks, for internal intercourse and exchange, and in the construction of ports, harbours, moles, breakwaters and lighthouses, and in the art of navigation by artificial power for the purposes of commerce, and in the construction and adaptation of machinery, and in the drainage of cities and towns ; and that they had subscribed and collected considerable sums

of money for those purposes: the Institution of Civil Engineers was incorporated as one body politic and corporate by the said Charter or Letters Patent with perpetual succession and a Common Seal, and divers provisions, more particularly set forth in the said Charter, were made for the conduct of the said Institution. And Whereas it is provided by the said Charter of Incorporation that at all General Meetings of the Institution the majority of the Members present and having a right to vote at the same should decide upon the matters, propounded at such Meetings, the person presiding therein having, in case of equality, a second or casting vote. And Whereas the said Institution is now regulated and governed by and according to the provisions of the said Charter or Letters Patent, and certain Supplemental Charters or Letters Patent dated the 3rd day of August, in the fifty-first year, and the 20th day of March, in the fifty-ninth year of the reign of Queen Victoria, and by or according to certain bye-laws and regulations made by the said Institution. And Whereas the said Charter or Letters Patent of the fifty-ninth year of the reign of Queen Victoria also provided that the votes of Members not actually present at meetings at which the election of the President, Vice-Presidents and other Members of the Council (other than Past-Presidents as therein mentioned) was propounded, or at which the President, Vice-Presidents and Members (other than as last aforesaid) were chosen, might be taken into account by means of ballot or voting papers or instruments of proxy as might be prescribed by the bye-laws from time to time framed for that purpose by the Institution. And Whereas the said recited portions of the Charter or Letters Patent of the ninth year of the reign of King George the Fourth and the said Supplemental Charters or Letters Patent still remain in force. And Whereas the said Institution presented their Petition to Us alleging (inter alia) as follows:—

> That the Institution has continuously throughout its existence actively carried out the main object of its original Charter and fostered and increased the knowledge of the art and science of the profession of

Civil Engineering, and has, in various ways set out in the Petition, taken all possible steps to secure that persons before being admitted as Corporate Members of the Institution shall possess such knowledge as should be possessed by a competent Civil Engineer and should be of good reputation.

That the Institution places no restriction upon candidates for membership except that of appropriate preparation for and competence in the profession and good reputation, and that all competent and reputable Civil Engineers of British nationality are eligible for membership.

That at the time the said Charter or Letters Patent of the ninth year of the reign of King George the Fourth was granted the number of the Members of the Institution was 156.

That on the 2nd day of January immediately preceding the granting of the said Charter or Letters Patent of the fifty-ninth year of the reign of Queen Victoria the number was 5,169.

That the number of Corporate Members of the Institution at the present time is 8,175, practising chiefly in the British Empire.

That many of the most important public services, which involve a very large and increasing outlay of public money both from taxation and rating and grants made under the authority of Parliament, are dependent on Civil Engineers, and call for a high degree of professional and scientific knowledge, and that it is accordingly becoming more and more important both in the interests of public health and safety and also of public economy that civil engineering works for these purposes should be carried out by persons who possess proper training and knowledge, and that there should be some ready means of ascertaining the persons who are so qualified.

That notwithstanding that the Institution is one of the oldest Chartered professional bodies and is the representative body of Civil Engineers in Great Britain, there is nothing to prevent any person who chooses

so to do from calling himself a Civil Engineer. That since the incorporation of the Institution, moreover, other societies, associations and bodies concerned with departments of engineering have come into being, and have adopted the use of various symbols or letters denoting membership of such societies, associations and bodies, with the result that the general public are unable to distinguish readily the possessor of that species of knowledge which is implied by corporate membership of the Institution of Civil Engineers, and that it was for these and other reasons desirable that the Corporate Members of the Institution should be entitled to use some description of themselves which may be readily understood to convey that they are duly trained and possess the special knowledge which constitutes their profession.

That a very large proportion of the Corporate Members of the Institution do not reside in or near the Metropolis, and are thus prevented or hindered from attending General Meetings of the Institution and having a voice in matters which are dealt with at such meetings and which may vitally affect their interests, and that it would be advantageous to Corporate Members of the Institution that they should be entitled to vote at Special General Meetings, whether present thereat or not, by means of voting papers.

That it was desirable that further provision should be made in relation to the making, alteration or revocation of bye-laws and regulations of the Institution.

Therefore the Petitioners supplicated Us to grant Our Royal Charter enlarging the Charter of Incorporation of the Institution for the purpose of empowering Corporate Members of the Institution to describe themselves as "Chartered Civil Engineers," and to vote at Special General Meetings by voting papers, and for the purpose of making such provision with reference to bye-laws and regulations of the Institution as is in this Our Charter hereinafter contained.

Now know ye that We, taking the premises into Our Royal consideration, of Our especial grace, certain knowledge and mere motion, have granted, constituted, and appointed, and by these presents, for Us, Our heirs and successors, Do grant, constitute and appoint in manner following, that is to say :—

1. That any person now possessed and every person hereafter becoming possessed of the qualification required for a Member or an Associate Member of the Institution of Civil Engineers, and now or hereafter being a Corporate Member thereof, may, so long as he shall be a Corporate Member of the said Institution, take and use the name, title of, or describe himself as a Member or an Associate Member (as the case may be) of the Chartered Institution of Civil Engineers.
2. That, notwithstanding anything in the Charter of the ninth year of the reign of King George the Fourth incorporating the Institution of Civil Engineers, the votes of Corporate Members of the Institution not actually present at any Special General Meeting of the Institution as well as the votes of Corporate Members present at any such Special General Meeting may be taken into account by means of voting papers.

   In the event of the Council deeming it desirable that the votes of Corporate Members of the Institution, not actually present at any Special General Meeting should be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the resolutions to be submitted to the meeting, shall be sent by the Secretary of the Institution, together with voting paper, to each Corporate Member of the Institution, and shall be posted to the Corporate Member at least four months before the date of the Special General Meeting, in an envelope marked as being from the Institution and addressed to each Corporate Member at the address of the Corporate Member for the time being appearing on the books of the Institution.

The Secretary shall also send in such envelope an intimation of the last date by which the voting paper must be received back by the Secretary, and an envelope addressed to the Secretary for the return of the said voting paper.

The Corporate Member on receipt of his voting paper, if he desires to vote at the Special General Meeting, shall record his vote thereon and affix his signature thereto and shall return the voting paper through the post to the Secretary.

Each voting paper so received by the Secretary shall three days before the date of the Special General Meeting be handed by him to the President for the time being of the Institution and the vote given thereby shall be duly counted by or under the direction of the President in counting the votes given by the Corporate Members entitled to vote at such meeting: provided that if a Corporate Member who has duly recorded his vote upon a voting paper as aforesaid shall be present at the meeting, such recorded vote may be counted, or if the President shall so direct, the Corporate Member shall be entitled to withdraw such recorded vote and to vote at such Special General Meeting, but in no case shall he be entitled to vote twice. The decision of the President upon any question as to the right to vote or the manner of voting or the recording or counting of votes shall be final.

3. That the bye-laws and regulations of the Institution as existing at the date of the grant of this Our Charter or Letters Patent shall be and the same are hereby approved, but that every proposal to make a new bye-law or regulation and every proposal for the alteration or revocation of any existing bye-law or regulation shall be voted on by means of voting papers issued to all Corporate Members of the Institution under the provisions hereinbefore contained in that behalf, and that no new bye-law or regulation and no alteration or revocation of any bye-law or regulation of the Institution shall have any force or

effect unless and until it shall have been approved by the Lords of our Council, of which approval a Certificate under the hand of the Clerk to our Council shall be conclusive evidence.

4. And We Do hereby, for Us, Our heirs and successors, grant and declare that these Our Letters Patent, or the enrolment or exemplification thereof, shall be in all things valid and effectual in law according to the true intent and meaning of the same, and shall be construed and adjudged in the most favourable and beneficial sense for the best advantage of the said Institution, as well in Our Courts as elsewhere, notwithstanding any recital, misrecital, uncertainty or imperfection in these Our Letters Patent.

In Witness whereof We have caused these Our Letters to be made Patent. Witness Ourself at Westminster, the twenty-fourth day of February, in the Twelfth year of Our reign.

BY WARRANT UNDER THE KING'S SIGN MANUAL.

SCHUSTER.

BY-LAWS AND REGULATIONS

OF

The Institution of Civil Engineers.

(*As amended at a General Meeting of Corporate Members held on 17 April, 1923, such amendments being approved and allowed by the Lords of the Privy Council on 5 November*, 1923.

Section I.

OBJECTS.

The Institution of Civil Engineers was first established, and has since been incorporated by Royal Charter, for the general advancement of mechanical Science, and more particularly for promoting the acquisition of that species of knowledge which constitutes the profession of a Civil Engineer.

Section II.

CONSTITUTION.

1. The Institution of Civil Engineers shall consist of Members, of Associate Members, of Associates entitled to the privileges of Corporate Membership and of Honorary Members. All such Members, Associate Members, Associates entitled to the privileges of Corporate Membership, and Honorary Members may hereafter be collectively referred to as Corporate Members. The Institution may also have attached to it Associates who are not entitled to the privileges of Corporate Membership, and Students who are also not entitled to the said privileges.

2. Members shall comprise every person who, on the 2nd of December, 1878, was on the Register as a Member : and every person thereafter elected or transferred into the class of Members.

Every candidate for election or transfer into the class of Members shall possess the following qualifications, that is to say,

(i) (*Age*). He shall be more than thirty-three years of age.

(ii) (*Occupation*). He shall be actually engaged at the time of his application for election or transfer in a position of responsibility for the design or execution of important engineering work.

(iii) (*Attainments*). He shall have one of the following alternative qualifications (A) or (B), that is to say,

(A) (*a*) He shall be an Associate Member or shall have fulfilled the conditions necessary for Associate Membership.

(*b*) He shall have had five years' employment in positions of responsibility for the design or execution of important engineering work.

(B) (*a*) He shall have had suitable education and training as a Civil Engineer.

(*b*) He shall have had at least fifteen years' employment in positions of responsibility for the design or execution of important engineering work.

(*c*) He shall have acquired a considerable degree of eminence in the profession of a Civil Engineer.

3. ASSOCIATE MEMBERS shall comprise every person who, being a Civil Engineer by profession, was on the Register as an Associate on the 2nd of December, 1878, and every person thereafter elected into the class of Associate Members.

Every candidate for election into the class of Associate Members shall possess the following qualifications, that is to say,

(i) (*Age*). He shall be more than twenty-five years of age.

(ii) (*Occupation*). He shall be actually engaged at the time of his application for election in the design or in the construction of such works as are comprised within the profession of a Civil Engineer as defined by the Charters. Provided that any candidate who, at the time of his application, is employed as a teacher of engineering in a college which has courses leading to a degree recognized by the Council as exempting from Sections A and B of the Associate Membership Examination, may be regarded as employed "in the design" of engineering work.

(iii) (*Examinations*). He shall have passed the Preliminary and the Associate Membership examinations of the Institution. The Council may exempt a candidate therefrom to the extent to which he has passed other examinations recognized by them.

(iv) (*Training*). Every candidate shall moreover possess one at least of the following groups of qualifications lettered respectively (A), (B), (C), (D) and (E), that is to say,

(A) (*a*) He shall have been regularly trained under agreement as a pupil or apprentice of a Civil Engineer for at least three years.

(*b*) He shall have had in addition two years' experience in the design or in the construction of such works as are comprised within the profession of a Civil Engineer.

(*c*) One year at least of the foregoing period of five years shall have been spent in an engineer's office, and one year at least in or upon engineering works.

(B) (*a*) He shall have been regularly trained under agreement as a pupil or apprentice of a Civil Engineer for at least three years.

(*b*) He shall have had in addition one year's experience in the design or in the construction of such works as are comprised within the profession of a Civil Engineer.

(*c*) One year at least of the foregoing period of four years shall have been spent in an engineer's office and one year at least in or upon engineering works.

(*d*) He shall in addition have pursued a regular course of study for two years in an Engineering College approved by the Council.

(C) (*a*) He shall have followed in an engineering college a regular course recognized by the Council as leading to a degree exempting from Sections A and B of the Associate Membership Examination, and shall have obtained that degree.

(*b*) He shall have had in addition at least two years' training as an articled pupil or apprentice or as an assistant under agreement to a Civil Engineer.

(*c*) He shall have had, in addition

(1) one year's experience in the design or in the construction of such works as are comprised within the profession of a Civil Engineer, or

(2) one year of post-graduate study in an engineering college recognized by the Council for such purpose.

(*d*) One year at least of the total period of three years under (*b*) and (*c*) shall have been spent in an engineer's office, and one year at least in or upon engineering works.

(D) (*a*) He shall have followed in an engineering college a regular course extending over at least three years and recognized by the Council as leading to a degree exempting from Sections A and B of the Associate Membership examination, whether he has taken the degree or not.

(*b*) He shall have had in addition at least four years' experience as an assistant under a Corporate Member.

(*c*) One year at least of this period of four years shall have been spent in an engineer's office, and one year at least in or upon engineering works.

(E) (*a*) He shall have had at least seven years' experience of a character satisfactory to the Council as an assistant to a Corporate Member, partly in the office and partly in or upon engineering works.

Provided that any teacher of engineering as aforesaid shall have had at least four years' practical experience in an engineer's office, or in or upon engineering works, in addition to the periods of practical experience alternatively specified hereinbefore in paragraphs A, B, C, D and E.

Evidence of the candidate's pupilage, apprenticeship, or training as an assistant must be afforded by the production of the indentures or a certified copy thereof, or of a certificate according to the Form AA in the Appendix hereto, given by the candidate's employer or immediate superior, who must be a practising Civil Engineer.

4. Associates entitled to the privileges of Corporate Membership shall comprise every person who, not being a Civil Engineer by profession, was on the Register as an Associate on the 2nd of December, 1878.

5. Associates not entitled to the privileges of Corporate Membership shall be persons who are not Civil Engineers by profession, but whose pursuits constitute branches of Engineering, or who by their connection with Science or the Arts, or otherwise, are qualified to concur with Civil Engineers in the advancement of professional knowledge.

6. Honorary Members shall be either distinguished persons, who from their position are enabled to render assistance in the prosecution of public works, or persons eminent for science and experience in pursuits connected with the profession of a Civil Engineer, but who are not engaged in the practice of that profession in any part of the British Empire.

7. Students shall be persons not under eighteen years of age, who are or have been pupils of Corporate Members of the Institution, who have complied with the regulations of Section V. of these By-laws, and who have the object or intention of becoming engaged in the design and construction of such works as are comprised within the profession of a Civil Engineer as defined by the Charters.

8. The Officers of the Institution shall be a President, four Vice-Presidents, and other Members of Council to be elected or nominated under the By-laws, who shall constitute the Council to direct and manage the concerns of the Institution; also two Auditors of Accounts, a Treasurer, and two Secretaries. Such Officers shall be elected or appointed annually in manner hereinafter directed.

9. (*a*) Every Member and Associate Member is, and is entitled to describe himself as, a Chartered Civil Engineer, and in using that description after his name, shall place it after the designation of the class in the Institution to which he belongs, stated in accordance with the following abbreviated forms, namely, M. Inst. C.E., Assoc. M. Inst. C.E.

(*b*) Any Honorary Member, Associate, or Student having occasion to designate himself as belonging to the Institution shall state the class to which he belongs according to the following abbreviated forms, namely, Hon. M. Inst. C.E., Assoc. Inst. C.E., Stud. Inst. C.E.

(*c*) A Member or Associate Member practising (1) under the title of, or as an officer or employee of, a limited company authorized to carry on the business of a Civil Engineer in all or any of its branches, or (2) in partnership with any person who is not a Member or Associate Member of the Institution under the title of a firm, shall not use or permit to be used after the title of any such company or firm the designation Chartered Civil Engineer or Chartered Civil Engineers, or describe or permit the description of such company or firm in any way as Chartered Civil Engineers.

Section III.

ELECTION OF HONORARY MEMBERS AND ELECTION, TRANSFER AND EXPULSION OF MEMBERS, ASSOCIATE MEMBERS AND ASSOCIATES.

1. The election of an Honorary Member shall be effected on the recommendation of the Council, by vote of the members present at any Ordinary Meeting of the Institution, and the person so elected shall be informed thereof without delay.

2. Any person desirous of being elected a Member, Associate Member, or Associate, must be proposed and recommended according to the Form A in the Appendix hereto, in which the name, usual residence, and qualifications of the candidate shall be distinctly specified. In the case of every work cited in support of a candidate's practical experience the precise position he occupied on such work shall be stated. The proposal must be signed by at least six Corporate Members certifying a personal knowledge of the candidate, and a

full conviction of his qualifications, and the candidate must sign the undertaking appended to the Form.

3. The proposal so made shall be delivered to the Secretary and shall be submitted by him to the Council, who shall, after considering the qualifications specified, determine whether the proposal shall be presented for ballot, and if so the class for which the candidate is to be so presented, and they shall specify the same on the proposal. The Chairman of the Meeting of Council which approves the eligibility of a candidate shall sign the proposal, which shall then be read at the next Ordinary Meeting of the Institution, and be placed in some conspicuous situation until the candidate is balloted for, and six clear days shall elapse between the reading of the proposal and the Ballot.

4. Every candidate whose proposal has been passed by the Council shall be duly notified in writing to that effect by the Secretary.

5. Ballots shall take place at the first Ordinary Meeting of the Institution in the month of December in each year, and at the first Ordinary Meeting in each ensuing month during the Session, and at the last Ordinary Meeting in the Session. Only Corporate Members personally present at the Meeting at which a ballot takes place and otherwise entitled to vote shall have the right of voting, and each such Member shall have one vote only.

6. Every candidate shall be declared to be elected unless there be at least one negative vote for every four affirmative votes.

7. In any election a second ballot shall be granted, at the same Meeting, if it be demanded immediately by any three persons present having a right to vote.

8. In case of the non-election of any person balloted for no notice shall be taken thereof on the Minutes.

9. Every proposal for transferring an Associate Member to the class of Member shall be according to Form C in the Appendix hereto. This form having been subscribed by at least six Corporate Members of whom at least three must be Members, and delivered, duly completed, to the Secretary, shall be submitted to the Council, who, subject to the conditions hereinbefore set forth, may, if they think fit, make the proposed transfer.

10. Every person duly elected a Member, Associate Member, or Associate, or transferred from one class to another, shall be informed thereof without delay, by a letter, according to the Form D in the Appendix hereto, enclosing a form of promise (Form E). The person elected or transferred shall sign and return this form of promise to

the Secretary, and he shall pay the admission or transfer fee and annual subscription for the current year (or the increase thereof in case of transfer) within two months after the date of his election or transfer, which otherwise shall become void, but the Council may in particular cases extend the time.

11. Every person who has been elected and has signed the Form E in the Appendix hereto, and has likewise made the proper payments, shall receive the diploma of his election. At the first Ordinary Meeting at which he is present, after having fulfilled the foregoing requirements, he shall be introduced according to the ensuing form :—namely, the President or Chairman of the Meeting, addressing him by name, shall say, "As President (or as Chairman of this Meeting) of The Institution of Civil Engineers, I intro-"duce Mr. A. B. as a Member" (or "Associate Member," or "Associate," as the case may be).

12. If any Member, Associate Member, Associate or Student be convicted by a competent tribunal of felony, embezzlement, larceny, misdemeanour or other offence which in the opinion of the Council renders him unfit to be a member, the Council shall have the right to expel him from the Institution provided at least two-thirds of the number of Members of Council present at a meeting of Council vote in favour of such a course.

13. In addition in any case in which the Council shall be of opinion that the conduct of any Member, Associate Member, Associate or Student should become the subject of enquiry with a view of ascertaining whether in the interests of the Institution there are grounds for his expulsion, or in any case in which twenty or more Corporate Members shall think fit to draw up and sign a proposal for the expulsion of a Member, Associate Member, Associate or Student on any ground whatever, and shall deliver the same to the Secretary to be laid before the Council for consideration, the Council shall make such enquiry as they deem adequate, but so that on every such enquiry the Member, Associate Member, Associate or Student whose expulsion is under consideration shall be given notice of the enquiry and be permitted to attend before the Council for the purpose of giving an explanation of his conduct and being heard in answer to the charge or charges made against him; and if the Council do not find sufficient reason for expulsion no entry of the enquiry shall be made in the Minutes; but if the Council at a meeting of the Council specially summoned for the purpose and at which at least twelve Members of Council are present, do find good reason for expulsion of the Member, Associate Member, Associate

or Student on the ground that he has in their opinion been guilty of dishonourable, dishonest, disgraceful or improper conduct in any professional or other respect, and if at least eleven-twelfths of the number of Members of Council present at that meeting vote in favour of expulsion, they shall cause such person's name to be erased from the Register and thus expel him from the Institution. The Secretary shall give him notice according to Form G in the Appendix hereto, and the Council shall report such erasure at the next Annual General Meeting.

Section IV.

PROFESSIONAL CONDUCT.

1. Every Corporate Member of the Institution shall observe and be bound by the following Regulations :

(i) He shall act in all professional matters strictly in a fiduciary manner with regard to any Clients whom he may advise, and his charges to such Clients shall constitute his only remuneration in connection with such work, except as provided by Clause (iv).

(ii) He shall not accept any trade commissions, discounts, allowances, or any indirect profit in connection with any work which he is engaged to design or to superintend, or with any professional business which may be entrusted to him.

(iii) He shall not, while acting in a professional capacity, be at the same time, without disclosing the fact in writing to his Clients, a Director or member of, or a Shareholder in, or Agent for, any contracting or manufacturing company or firm or business with which he may have occasion to deal on behalf of his Clients, or have any financial interest in such a business.

(iv) He shall not receive, directly or indirectly, any Royalty, Gratuity or Commission, on any patented or protected article or process used on work which he is carrying out for his Clients, unless and until such Royalty, Gratuity or Commission has been authorized in writing by those Clients.

(v) He shall not solicit professional work, either directly or by an agent, in any manner which the Council shall from time to time consider professionally improper, nor shall he pay, by commission or otherwise, any person who may introduce Clients to him.

(vi) He shall not be the medium of payments made on his Clients' behalf to any Contractor or business firm (unless specially so requested by his Clients), but shall only issue certificates or recommendations for payment by his Clients.

2. Any alleged breach of these regulations or any alleged professional misconduct by a Corporate Member which may be brought before the Council, properly vouched for and supported by sufficient evidence, shall be investigated, but so that the Corporate Member concerned shall be given notice of the investigation and be permitted to attend before the Council for the purpose of giving an explanation of his conduct and being heard in answer to the charge or charges made against him; and if the Council shall consider any such charge or charges to be proved, then the Council may either expel the offender from the Institution under the provisions of Section III., Clause 13, or post his name with a description of his offence in a prominent place in the Institution, or admonish him by letter or personally; and the Council may inform the Member or Members who brought the matter to their notice of their decision.

Section V.

ADMISSION AND PRIVILEGES OF STUDENTS.

1. Upon producing evidence of having passed the Preliminary Examination or such examination in the subjects of general education as may be recognized by the Council as exempting therefrom, persons between the ages of 18 and 25 years may be admitted as Students by the Council on the recommendation (according to Form B in the Appendix hereto) of the Corporate Members under whom they are, or have been, pupils, apprentices, or assistants under agreement, or students in Engineering Colleges the entrance examinations or the degrees of which are recognized by the Council as exempting from the Preliminary Examination or in such other Colleges as may be approved by the Council; and they may remain Students of the Institution, at and during the pleasure of the Council, either until they attain the age of twenty-six years or until they complete any term of pupilage or apprenticeship or service as an assistant under agreement upon which they may have entered prior to their admission as Students, whichever be the later.

2. Every person desirous of being admitted as a Student must afford satisfactory evidence that he either has completed or intends to

complete the period of pupilage, or apprenticeship, or training as an assistant under agreement, required under the conditions contained in paragraphs (A), (B), (C) or (D) of Section II., Clause 3, of these By-laws.

3. A person articled or indentured or engaged as an assistant under agreement for any such required period under a Corporate Member may in the discretion of the Council be considered to possess a qualification for Studentship, if on the death of such member the articles, indenture or agreement is assigned to another engineer whether he be a Corporate Member or not.

4. Every Candidate admitted as a Student shall be informed thereof by letter (according to the Form F in the Appendix hereto), stating that the first year's subscription must be paid within two months, otherwise the admission will be void. When the first subscription shall have been paid he shall be entitled to attend the Ordinary Meetings, but not to vote at such Meetings, and to have the use of the Library (subject to such regulations as the Council may from time to time prescribe), as well as to receive a copy of the Minutes of Proceedings relating to each session during which he shall continue to be a Student.

5. Students of the Institution are eligible to compete for the premiums or prizes arising out of the "Miller Fund," and any other funds devoted by the Institution, or by any person or persons, for premiums or prizes for Students.

6. The Council may accord to Students other privileges, subject to such terms, regulations, and restrictions as they shall from time to time prescribe.

7. No Student will be allowed to introduce a stranger into the rooms of the Institution.

Section VI.

EXAMINATIONS.

1. The Council shall cause to be held examinations for persons desirous of being admitted as Students or elected as Members or Associate Members, and shall frame regulations for such examinations (called respectively the Preliminary and the Associate Membership Examinations), defining the times at which they shall be held, the subjects which they shall comprise, and the fees to be paid or deposited by candidates in respect of such examinations; and they may from time to time add to or vary or rescind any of the aforesaid regulations as may appear to them to be necessary.

2. The examinations shall be directed by the Council, who shall obtain such assistance as may be necessary from qualified persons to be appointed by them examiners in such subjects as the Council may from time to time determine. The remuneration of such examiners shall be fixed by the Council. The Council may in their discretion permit persons who are not at the time candidates for election to present themselves for examination, and if they pass such examination the Council may exempt them (wholly or partially) from further examination if they subsequently apply for election. After each examination held under the direction of the Council a report of the names of those who have passed shall be presented to the Council.

3. The Council shall have power to recognize such University degrees and Collegiate or other certificates as after scrutiny they may deem to prove a sufficient standard of attainment in the subjects referred to; and may exempt such graduates or holders of such certificates from passing the aforesaid examinations appointed and directed by the Council.

Section VII.

CONTRIBUTIONS TO THE FUNDS.

1. For the purpose of this Section, Members, Associate Members, Associates and Students, shall be divided into the three following classes :—

A. Those who have a residence or place of business or employment within a radius of twenty miles of the Institution shall be termed Residents;

B. Those who have not a residence or place of business or employment within the above mentioned radius, but have a residence or place of business or employment elsewhere in Great Britain or Ireland shall be termed Non-Residents;

C. Those who have neither a residence nor place of business or employment within Great Britain or Ireland shall be termed Non-Residents abroad.

2. If by reason of an alteration in the residence, place of business or employment of any Member, Associate Member, Associate or Student, his classification under Clause 1 of this Section shall change, the amount of the annual subscription due from him shall vary accordingly.

The Institution of Civil Engineers.

CONTRIBUTIONS TO THE FUNDS.

Rates of Subscriptions, Entrance Fees and Life Composition Fee as fixed by resolution of the Corporate Members at a Special General Meeting held on 12th April, 1921, and confirmed on 26th of the same month.

These rates are subject to the provisions of Section VII of the By-laws of The Institution.

1.	Residents.			Non-Residents.			Non-Residents abroad.		
	£	*s.*	*d.*	£	*s.*	*d.*	£	*s.*	*d.*
Members	7	7	0	5	0	0	4	10	0
,, (who have retired from business)	4	4	0	3	3	0	3	3	0
Associate Members	4	10	0	3	13	6	3	10	0
,, ,, (who have retired from business)	3	3	0	2	12	6	2	12	6
Associates	5	0	0	5	0	0	5	0	0
Students	2	0	0	2	0	0	2	0	0

The above Subscriptions are subject to a reduction of 10*s.* in all cases where the Proceedings are not supplied.

	£	*s.*	*d.*
2. Entrance Fee on the election of a Member . .	23	2	0
,, ,, ,, an Assoc. Member	12	12	0
,, ,, ,, an Associate . .	10	10	0

Transfer Fee on the transfer of an Associate Member to membership, £12 12*s.* 0*d.*

These Fees are to be paid in addition to the Subscription for the current year.

3. Any Member, Associate Member, or Associate, whose Subscription is not in arrear, may compound for future Annual Subscriptions by payment of £100.

3. The annual subscriptions, transfer and entrance fees, and life composition fee, payable by Members, Associate Members and Associates, and the annual subscriptions payable by Students, shall be at rates fixed by the Council from time to time and confirmed by the votes of the Corporate Members at home and abroad, as provided for in Section XIV., Clauses 11, 12, 13 and 14.

4. All annual subscriptions are due on the first of January in each year for the year then commencing.

5. The subscription of any Member, Associate Member or Associate, elected at the Ballot in December, or the increase thereof in the case of an Associate Member transferred to the class of Member in November or December, and the subscription of any Student admitted in those months, shall become due on the first of January next ensuing.

6. Every person elected a Member, Associate Member or Associate, and every Student, shall be liable for the payment of his annual subscription until he has signified to the Secretary, in writing, his desire to resign, having previously paid all arrears, including the subscription for the year current at the date of his notice, or until he has forfeited his right to remain in, or be attached to, the Institution.

7. Any Member, Associate Member, Associate or Student, whose subscription for the current year shall not have been paid before the first day of April shall be in arrears of subscription and shall not be entitled to attend or vote at any meeting or to receive the publications.

8. Every Associate Member on transfer to Membership and every Student on election to Associate Membership, shall pay the full subscription for the current year as a Member or Associate Member, as the case may be, except as may be provided for in the preceding clause, and the subscription he has already paid for that year shall be taken as in part payment thereof.

9. All composition fees, together with such portions of the transfer and entrance fees as may be fixed from time to time by the Council, shall be invested, and the interest alone shall be appropriated to the current expenditure of the Institution, unless otherwise directed by the Council on the report and recommendation of the Finance Committee.

10. Every person whose subscription is two years in arrear, that is to say, whose arrears and current subscription shall not have been

paid on or before the first of April, shall be reported to the Council, who shall direct application to be made to him according to Form H in the Appendix hereto; and in the event of its becoming one additional month in arrear, after such application, the Council shall have the power, after suitable remonstrance by letter in the form so provided (Form I), of expelling the defaulter from the Institution by erasing his name from the Register or lists of the Institution.

11. In the case of any Corporate Member who has been long distinguished in his professional career, but who, from ill health, advanced age, or other sufficient cause, does not continue to carry on a lucrative practice, the Council, if they find good reason for the remission of the annual subscription, may so remit it. Also they may remit any arrears which are due from such an individual; or may accept a collection of books, or drawings, or models, or such other contribution as, in their opinion, under the circumstances of the case, may entitle the person to be enrolled as a Life Subscriber, or to enable him to resume his former rank in the Institution which may have been in abeyance from any particular cause. The Council may, if they find good reason to do so, reinstate, under such conditions as they may see fit, any person who has been a Member, Associate Member or Associate, and whose name has been removed from the Register under the provisions of this Section. These cases must be considered and reported upon to the Council by a Committee appointed by the Council for the purpose.

Section VIII.

CONSTITUTION OF THE COUNCIL.

1. The number of members elected to the Council in any year shall be thirty-one inclusive of the President and Vice-Presidents, but exclusive of such of the Past-Presidents, if any, as may be appointed by the Council.

2. The President, the four Vice-Presidents, and other members of the Council (exclusive of the Past-Presidents to be appointed by the Council) shall be elected annually, and the Council, when elected for the year, may appoint any number of Past-Presidents, not exceeding four, to be members of the Council for the same year.

3. The year of office for the President, Vice-Presidents and other Members of the Council, shall commence at the commencement of

each Session, and the election of the Council, at the Annual General Meeting, for the ensuing year, and the appointment of other members of the Council for the same year, shall have reference to the next ensuing year of office as hereby defined.

4. The existing Council shall in all cases continue in office till the commencement of the next Session, notwithstanding that more than a year may have elapsed since the commencement of their year of office.

5. At an Ordinary Meeting of the Institution at least four weeks before the Annual General Meeting, the Council shall present a list of persons whom they nominate as suitable for the offices of President, Vice-Presidents, and other members of the Council for the ensuing year, exclusive of Past-Presidents to be appointed by the Council when elected. The list shall include the names of not less than seven Corporate Members who have not served on the Council during the current or the preceding year, and the number of names in all shall be at least two in excess of the number of the Council to be elected. The list so presented shall be the balloting list for the annual election at the Annual General Meeting.

6. The order of seniority of the Vice-Presidents shall accord with the duration of their occupancy of that office, and in the case of equality of such duration shall be the order decided by the Council at the time of their first nomination.

7. No person shall be nominated for or elected to the office of President more than two years consecutively, and at the expiration of such two years he shall not for a period of three years be eligible to be nominated for or elected to that office.

8. No person shall be nominated for or elected to the office of Vice-President more than five years consecutively.

9. The President shall be nominated and elected from among the Vice-Presidents, except as hereinbefore mentioned.

10. At the annual election, each Corporate Member may erase any name or names from the balloting list, and may substitute the name or names of any other person or persons eligible for each respective office ; but the number of names on the list after such erasure or substitution must be, without the repetition of any of them, the number to be elected to the respective offices as above enumerated.

11. At the Ordinary Meeting of the Institution next before the Annual General Meeting the members shall choose two or more persons as Scrutineers for the purposes of the Ballot. The Balloting List shall immediately after the Ordinary Meeting at which it has been presented by the Council be issued to all members in Great Britain and Ireland, and to any other member residing elsewhere who may, in writing, request to have the list forwarded to him, and shall be returned to the Secretary, in a closed envelope, so as to reach him at least three days before the Annual General Meeting. The Scrutineers shall open the envelopes and count the votes and report the result at the Annual General Meeting. Any Balloting List on which a member has voted for a number either more or less than one person as President, four persons as Vice-Presidents, and the prescribed number of persons as other elected Members of the Council, shall be rejected by the Scrutineers.

12. In the event of the Scrutineers being unable to report the election of a President or of the prescribed number of Vice-Presidents or other Members of the Council, owing to an equality of votes, a fresh ballot shall be taken for the election of the person or persons required to complete such prescribed numbers.

13. In the case of the decease or resignation of the President, the Council shall nominate for that office a Vice-President, whose name shall be submitted for election as President at a Special General Meeting of Corporate Members.

Section IX.

THE PRESIDENT.

The President shall take the chair at all Meetings of the Institution and of the Council at which he is present, and shall regulate the proceedings.

Section X.

THE VICE-PRESIDENTS.

In the absence of the President, it shall be the duty of the Vice-Presidents to preside in rotation at the Meetings of the Institution and of the Council, and to regulate the proceedings. But in case of the absence of the President and of all the Vice-Presidents, the Meeting may elect any Member of Council, or, in case of their absence, any Corporate Member present, to take the chair at the Meeting.

Section XI.

PROCEEDINGS OF THE COUNCIL.

1. The direction and management of the concerns of the Institution are vested in the Council, under the control of the Charters and By-laws and Regulations, and of all Resolutions of Special General Meetings of Corporate Members, which have been duly summoned and held in accordance with the Charters and By-laws, when such Resolutions have been duly entered on the Minutes, and signed by the Chairmen of the Meetings.

2. The decision of the Council on all matters dealt with by them in accordance with the provisions of the Charters, By-laws and Regulations, and such Resolutions as aforesaid, shall be final and binding on all Members, Associate Members, Associates and Students.

3. The Council shall meet as often as the business of the Institution may require; and at every Meeting, except as provided in Section III., Clauses 12 and 13, seven shall constitute a quorum. The Council may appoint Committees, for special purposes, to report to the Council.

4. Except as herein otherwise expressly mentioned, all questions shall be decided in the Council by a majority of those present and having a right to vote.

5. A statement of the funds of the Institution, and of the receipts and payments during the past year, terminating on the 31st of March, shall be made, under the direction of the Council, and, after having been verified and signed by the Auditors, shall be laid before the Annual General Meeting.

6. The Council shall draw up a yearly Report on the state of the Institution, which shall be read at the Annual General Meeting.

7. It shall be the duty of the Council to adopt every possible means for the advancement of the Institution; to provide for properly conducting the business of the Institution in all cases of emergency, as the death or resignation of officers; and to arrange, so far as they deem it expedient, for the publication of such Papers and documents as may be calculated to advance professional knowledge.

Section XII.

THE TREASURER AND THE TWO AUDITORS.

1. The Treasurer shall be appointed annually by the Council at the first meeting of the Council after the Annual General Meeting.

2. The Treasurer shall be a Banker in the Metropolis, with whom all uninvested money belonging to the Institution shall be deposited by the Council on account and for the use of the Institution.

3. No sum of money payable on account of the Institution, amounting to five pounds and upwards, shall be paid except by order of the Council, signed by any two Members of Council, and countersigned by the Secretary.

4. The two Auditors shall be elected or appointed by the Annual General Meeting.

5. The Auditors shall have access at all reasonable times to the Accounts of the pecuniary transactions of the Institution; and they shall verify and sign the annual statement of the Accounts before it is submitted by the Council to the Annual General Meeting.

Section XIII.

THE SECRETARIES.

1. The Secretaries, of whom one shall be Honorary, and the other or acting Secretary shall be designated as the Secretary, shall be appointed every year by the Council, at the first Meeting of the Council after the Annual General Meeting.

2. It shall be the duty of the Secretary, under the direction of the Council, to conduct the correspondence of the Institution; to attend all Meetings of the Institution, and of the Council, and of Committees; to take Minutes of the proceedings of such Meetings; to read the Minutes of the preceding Meeting and all communications that may be ordered to be read; to superintend the publication of such Papers as the Council may direct; to have charge of the Library; to direct the collection of the subscriptions and the preparation of the account of the expenditure of the funds, and to present all accounts to the Council for inspection and approval. He shall also engage and be responsible for all persons employed under him, and shall generally conduct the ordinary business of the Institution.

Section XIV.

THE SESSIONS AND MEETINGS.

1. The Session of the Institution shall commence annually on the first Tuesday in November, and shall continue till the end of April, and it shall be in the power of the Council to protract the Session, if it appear advisable.

2. The Meetings of the Institution shall be as follows :—1st, the Annual General Meeting of Corporate Members only. 2nd, Ordinary Meetings. 3rd, Special General Meetings of Corporate Members only, for the purpose of making, altering, and establishing By-laws and Regulations, or for any other special business for which such Meetings may be convened.

3. The Annual General Meeting of the Institution shall be held on the second Tuesday after the end of the Session, at such hour as may be appointed by the Council, to receive and deliberate upon the Report of the Council on the state of the Institution, with the annual statement of the Accounts, and to elect the Council and Auditors for the ensuing year.

4. The Ordinary Meetings shall be held on such Tuesdays and other days during the Session, and at such hours, as may be appointed by the Council, with the exception that no Ordinary Meeting shall be held between the Tuesday previous to Christmas Eve and the second Tuesday in January, nor in the week ending with Easter Tuesday ; but it shall be in the power of any Ordinary Meeting, on the recommendation of the Council, to make such other exceptions as may appear advisable. No new question shall be introduced, or motion be made, after two hours from the commencement of a meeting.

5. It shall be in the power of the Council to arrange for Supplementary Meetings of the Institution for the discussion of engineering subjects, under such rules as the Council may prescribe from time to time, provided that no other business of any kind shall be transacted at such meetings.

6. The business of the ordinary Meetings of the Institution shall be conducted as nearly as possible in the following order :—

(i) The Minutes of the preceding meeting to be read, and after having been confirmed, to be signed by the Chairman.
(ii) Business arising out of the Minutes to be entered on.
(iii) Communications from the Council to be brought forward.
(iv) Candidates for election to be announced.
(v) Election of Honorary Members on recommendation of the Council.
(vi) Any person present for the first time since his election, who has paid the usual contributions, and has signed the Forms, to be introduced by the Chairman to the Meeting.
(vii) Original Communications to be read and discussed.
(viii) Candidates for election to be balloted for.

7. A Corporate Member shall have the privilege of introducing, at every Ordinary Meeting, one stranger to be present thereat, by furnishing him with a signed card of introduction, according to a Form provided.

8. No question shall be discussed, or motion be made, at the Ordinary Meetings, relative to the direction and management of the concerns of the Institution, such direction and management being vested in the Council, under the control of the Charters and By-laws, and of the Resolutions of Special General Meetings.

9. The Council may at any time call a Special General Meeting of Corporate Members for a specific purpose relative to the direction and management of the concerns of the Institution; and the Council are at all times bound to do so on a requisition in writing of twenty Corporate Members. Such requisition shall state the matters to be brought before and the Resolutions (if any) to be moved at such Special General Meeting.

10. In either case (subject to Clauses 11 to 14 below) a notice shall be sent to those Corporate Members who reside in the United Kingdom, at least seven days before the time appointed by the Council for such Special General Meeting; and the notice shall specify the general nature of the matters to be brought before and the Resolutions (if any) to be moved at such meeting, and no other than that business shall be transacted at that Meeting. All Corporate Members shall have a right, subject to the provision of Section VII., Clause 4, to attend and vote, and fifty personally present shall constitute a quorum, and each such Member personally present shall have one vote. In the event of a quorum not being present within 30 minutes of the time fixed for the commencement of the meeting, the meeting shall stand adjourned to the same time and place in the following week, when the Corporate Members present whatever their number shall constitute a quorum.

11. In the event of the Council deeming it desirable that the votes of Corporate Members of the Institution not actually present at any Special General Meeting should be taken into account by means of voting papers, notice of the Special General Meeting in question containing particulars of the resolutions to be submitted to the meeting, shall be sent by the Secretary of the Institution, together with voting paper, to each Corporate Member of the Institution, and shall be posted to the Corporate Member at least four months before the date of the Special General Meeting, in an envelope

marked as being from the Institution and addressed to each Corporate Member at the address of the Corporate Member for the time being appearing on the books of the Institution.

12. The Secretary shall also send in such envelope an intimation of the last date by which the voting paper must be received back by the Secretary, and an envelope addressed to the Secretary for the return of the said voting paper.

13. The Corporate Member on receipt of his voting paper, if he desires to vote at the Special General Meeting, shall record his vote thereon and affix his signature thereto and shall return the voting paper through the post to the Secretary.

14. Each voting paper so received by the Secretary shall three days before the date of the Special General Meeting be handed by him to the President for the time being of the Institution and the vote given thereby shall be duly counted by or under the direction of the President in counting the votes given by the Corporate Members entitled to vote at such meeting: provided that if a Corporate Member who has duly recorded his vote upon a voting paper as aforesaid shall be present at the meeting, such recorded vote may be counted, or if the President shall so direct, the Corporate Member shall be entitled to withdraw such recorded vote and to vote at such Special General Meeting, but in no case shall he be entitled to vote twice. The decision of the President upon any question as to the right to vote or the manner of voting or the recording or counting of votes shall be final. At such a Special General Meeting the Members personally present, whatever their number, shall constitute a quorum.

15. In the event of any Resolution passed by a Special General Meeting convened under Clauses 9 and 10 of this Section, proposing or involving the enactment of any new By-law or Regulation, or the alteration or repeal of an existing one, the Council shall submit such alteration to the members in the manner prescribed in Section XVI.

16. At all General Meetings questions shall be decided according to the majority of votes properly given thereat, and in the case of equality the President shall have a second or casting vote.

Section XV.

OTHER SOCIETIES AND LECTURES.

The Council shall have power to grant, from time to time, as they may think fit, the use of the rooms of the Institution to any

Society for purposes analogous to those of the Institution, and to any persons who may be desirous of having Lectures delivered on subjects connected with the objects of the Institution.

Section XVI.

ENACTMENT OF BY-LAWS AND REGULATIONS.

1. The Council, when they may consider it expedient or when they may be directed by Resolution of a Special General Meeting to make a new By-law or Regulation or to alter or revoke an existing one, shall frame the new or altered clause and shall submit the proposed addition, alteration or revocation to the Corporate Members in accordance with the provisions of Section XIV., Clauses 11 to 14, to be voted upon by them as therein described.

2. No new By-law or Regulation, or alteration or repeal of any existing By-law or Regulation, shall be proposed at any Meeting of the Institution, except in the manner above prescribed.

3. It shall be sufficient in all cases if the Forms in the Appendix hereto are substantially followed and no act or proceeding shall be invalid by reason of any formal defect.

Section XVII.

THE PROPERTY OF THE INSTITUTION.

1. The property and effects of the Institution, of what kind soever, are vested in the Corporate Members for the time being, for the use of the body politic and corporate solely, in furtherance of the public and scientific objects contemplated in the Charters.

2. Under no pretence whatever shall such property and effects, or the income or revenue of the Institution, derived from voluntary contributions or otherwise howsoever, be applied in making any dividend, gift, division, or bonus, unto or between any of the Corporate Members, and the same is hereby expressly prohibited, in conformity with the fundamental law and invariable practice of the Institution, as acted upon from its first establishment; and therefore no proposition in contravention thereof shall be entertained by the Council, or by any Meeting, whether General or Special, of the Corporate Members of the Institution.

3. Every Paper, Map, Plan, Drawing, or Model, presented to the Institution, shall be considered the property thereof, unless there shall have been some previous arrangement to the contrary, and the Council may publish the same in any way and at any time they may think proper. But should the Council refuse or delay the publication of such Paper beyond a reasonable time, the Author thereof shall have a right to copy the same, and to publish it as he may think fit, having previously given notice, in writing, to the Secretary of his intention. Except as hereinbefore provided, no person shall publish, or give his consent for the publication of any communication presented and belonging to the Institution, without the previous consent of the Council.

4. Subject to such variation as the Council may direct, the Library shall be open daily to all Honorary Members, Members, Associate Members, Associates and Students, during such hours as may be determined by the Council from time to time, when they shall have the right to peruse and inspect all Books, Papers, Plans, Maps, &c., belonging to the Institution, and to make copies and extracts therefrom (doing no injury to the same), with the exception of such documents as the Council shall order not to be inspected or copied; but none of the property of the Institution shall be taken away from the premises without the permission of the Council.

Section XVIII.

DONATIONS AND BEQUESTS.

The names of all persons who have presented any additions to the Library, or to the collections of Plans and Models, or who have made any voluntary contribution to the funds of the Institution, shall be recorded and published as benefactors to the Institution.

Every person desirous of bequeathing to the Institution any Manuscripts, Books, Maps, Plans, Drawings, Instruments, or other personal property, is requested to make use in his will of the Form given below:—

"I GIVE and bequeath to THE INSTITUTION OF CIVIL ENGINEERS, incorporated by Royal Charter, dated June the 3rd, 1828, [*here enumerate and particularize the effects or property to be bequeathed:*] And I hereby declare that the receipt of the Treasurer of the said Institution for the time being shall be an effectual discharge to my executors for the said legacy or bequest."

APPENDIX,

CONTAINING FORMS REFERRED TO

IN

THE BY-LAWS.

Form A.

A _____ B_____ of _____ being upwards of twenty-five years of age, born on the _____ day of _____, 18 __ , and being desirous of belonging to The Institution of Civil Engineers, I recommend him, from personal knowledge, as in every respect worthy of that distinction, because

[*Here specify distinctly the Qualifications of the Candidate according to the spirit of Sect. II., Clauses* 2, 3 *or* 5, *of the By-Laws.*]

On the above grounds, I beg leave to propose him to the Council as a proper person to belong to the Institution.

Signed, (A. B.) *Corporate Member.*

Dated this _____ day of _____ 19. __

We, the undersigned, concur in the above recommendation from personal knowledge, and being fully convinced that A. B. is in every respect a proper person to belong to the Institution.

Signed, (X. Y.) *Corporate Members.*

[*Undertaking to be signed by the Candidate.*]

I, the undersigned, do hereby promise that, in the event of my election I will be governed by the Royal Charters of the Institution, and by the By-laws and Regulations as they are now formed, or as they may hereafter be altered, amended, or enlarged, under the powers of the said Charters; and that I will promote the objects of the Institution as far as may be in my power, and will present to the Institution an Original Communication,

model, or scientific work for the library within the space of twelve months from the date of my election.

Signed, _____

The Council, having considered the above recommendation, present A. B. to be balloted for as a _____ of THE INSTITUTION OF CIVIL ENGINEERS.

Signed, _____

Chairman.

Dated this _____ day of _____ 19 _____ .

FORM AA.

Form of Certificate of Practical Training for use by Pupils, Apprentices and Assistants under agreement.

I, A _____ B _____ certify that C _____ D _____ has been in my service as an engineering* _____ and that he has obtained practical training for a period of †_____ years, from _____ to _____ , of which period _____ has been spent in my office, and †_____ has been spent in or upon engineering works; and that he has been occupied in the following classes of work:—

_____

_____

During this period C _____ D _____ has conducted himself with propriety, and has, to the best of my judgment, acquired reasonable practical knowledge of the work with which he has been associated.

(Signed) A _____ B _____ .

(Grade in The Inst C.E., or description).

Dated the _____ day of _____ 19 _____ .

* Here state "Pupil," "Apprentice," or "Assistant under agreement."
† Here state time.

Form B.

(STUDENT.)

A _____ B _____ of _____

_____ born on the _____ day of _____, _____, being desirous of admission as a Student of The Institution of Civil Engineers, I recommend him, from personal knowledge, as worthy of that privilege, and as coming within the Rules appertaining to that class, namely: that he is upwards of eighteen years of age, and is under twenty-five years of age, and is, or has been, *bona fide*, in the course of preparation and training under me, with the object of becoming engaged in the design or in the construction of such works as are comprised within the profession of a Civil Engineer as defined by the Charters.

_____ (Signature of the Proposer, who must be a Corporate Member of the Institution.

_____ Signature of the Candidate.

Dated this _____ day of _____ 19____.

The Council, having considered the above recommendation, admit _____ as a Student of The Institution of Civil Engineers.

Signed, _____

Chairman.

Dated this _____ day of _____ 19____.

Form C.

We, whose names are hereunto subscribed, submit to the Council of The Institution of Civil Engineers the propriety of transferring A _____ B _____ of _____ born on the _____ day of _____, 18__, from the class of Associate Members, in which he was elected on the _____ day of _____, to the class of Members, because

[*Here specify distinctly the Qualifications of the Candidate according to the spirit of Sect. II., Clause 2, of the By-Laws.*]

Witness our hands this _____ day of _____ 19__

Signed,

The Council of The Institution of Civil Engineers, meeting on the _____ day of _____ 19____ transfer A. B. from the class of Associate Members to the class of Members.

Signed, _____

Chairman.

Form D.

The Institution of Civil Engineers.

_____, 19___.

Sir,

I have the honour to inform you that you were duly made a _____ of The Institution of Civil Engineers, on the _____ day of _____.

According to the Regulations of the Institution, you are required as _____ to pay _____ being your admission fee, and subscription for the current year, and to return the accompanying obligation with your signature, within two months of the date of your election [*or transfer*]; otherwise your election [*or transfer*] will be void. These conditions being complied with, you will be considered as a _____ of the Institution, when the diploma of your election [*or transfer*], and any publications or notices to which you are entitled, will be forwarded according to your directions.

I beg to direct your attention to Section VII. of the By-laws, and to point out that all annual subscriptions become due on the 1st of January in each year for the year then commencing.

I am, Sir, etc.

Form E.

I, the undersigned, having become _____ of The Institution of Civil Engineers, do hereby promise that I will be governed by the Royal Charters of the Institution, and by the By-laws and Regulations of the said Institution as they are now formed, or as they may hereafter be altered, amended, or enlarged, under the powers of the said Charters; and I promise to promote the objects of the said Institution as far as shall be in my power, and to attend the meetings thereof as often as I conveniently can. Provided that, whenever I shall signify in writing to the Secretary that I am desirous of withdrawing my name therefrom, I shall (after the payment of any arrears, including the subscription for the current year, which may be due by me at that period) be free from this obligation.

I also engage to present to the Institution an Original Communication, drawing, plan, or model of engineering interest, or some scientific work for the library, within the space of twelve months from the date of my election [*or transfer*].

Witness my hand this _____ day of _____, 19___.

Form F.

The Institution of Civil Engineers.

_____, 19___.

Sir,

I have the honour to inform you that the Council of The Institution of Civil Engineers, meeting on the _____ day of _____, 19___, admitted you as a Student of the Institution.

According to the Regulations of the Institution, you are required to pay the sum of _____, being the amount of your first subscription, within two months from the date of your admission, otherwise the admission will be void. When such payment has been made, you will become entitled to the privileges of your class.

I beg to direct your attention to Section VII. of the By-laws, and to point out that all annual subscriptions become due on the 1st of January in each year for the year then commencing.

I am, Sir, etc.

Form G.

The Institution of Civil Engineers.

_____, 19___.

Sir,

I am directed by the Council of The Institution of Civil Engineers to inform you that by a Resolution passed at a Special Meeting of the Council on the ____ of _____ they have, acting under the powers conferred upon them by the By-laws and Regulations of the Institution, ordered your name to be erased from the Register, and have declared you to be no longer a _____ of the Institution.

I am, Sir, etc.

Form H.

The Institution of Civil Engineers.

_____, 19___.

Sir,

I am directed by the Council of The Institution of Civil Engineers to draw your attention to Section VII., Clauses 4, 5, 6, and 10,

of the By-laws, and to remind you that the sum of £ _____ of your annual subscription to the funds of the Institution remains unpaid, and that you are in consequence in arrear of subscription. I am also directed to request that you will cause the same to be paid without further delay, otherwise the Council will be under the necessity of exercising their discretion, as to using the power vested in them by Section VII., Clause 10, of the By-laws and Regulations.

I am, Sir, etc.

Form I.

The Institution of Civil Engineers.

_____, 19____.

Sir,

I am directed by the Council of The Institution of Civil Engineers to inform you that in consequence of the non-payment of your arrears of subscription, and in pursuance of Section VII., Clause 10, of the By-laws and Regulations, the Council have declared by special vote, on the _____ day of _____ 19____, that you have forfeited your claim in future to belong to the Institution, and your name will be in consequence expunged from the Register or lists, unless payment is made previous to _____.

But notwithstanding such forfeiture as regards the future, I am directed to call upon you for payment of your arrears amounting to £ ___:___:___.

I am, Sir, etc.

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